EXCEL INSTRUCTIONS FOR FORMATTING THE <u>98-99</u> 732LOS

To open and format the 732LOS records in Excel 5.0 or 7.0, follow the steps listed below:

Step 1. <u>Importing the file(s) into Excel</u>

- ◆   Open up the Excel program
- ◆   Click on **File/open.** You should be in a blank spreadsheet.
- ◆   Change the directory to wherever the EDM999OP.** and the EDM899OP.** reside. (In most cases, this should be your C:\IAM\DATA directory, or wherever your system saves files received through EDConnect.).
- ◆   Under **Files of Type** - Choose **All Files (*.*)**
- ◆   Open one of the files.   For these instructions, choose **EDM899OP** first.
- ◆   **EDM899OP** - Cash receipts, excess cash, and loan level detail
- ◆   **EDM999OP** - Cash summary
- ◆   (These file names may have been changed to EDM999BK or EDM899BK if they were accidentally pulled into EDExpress first.)
- ◆   A **Text Import Wizard** will appear to help you import the file.
- ◆   Choose **Delimited.**
- ◆   Start Import at **Row 2** (You should be able to see that this is the row that contains the first line of cash data. If it is not, start the import at the first line of data. Your goal is to **not** import the **DL Header** record.)
- ◆   Leave **File Origin** to **Windows (ANSI)**
- ◆   Click on **Next**
- ◆   Choose **Comma** for the Delimiters (You may need to <u>un</u>mark other delimiters, i.e. "tabs".)
- ◆   Check **Treat Consecutive Delimiters as One**.
- ◆   Leave **Text Qualifiers** as **"**.
- ◆   Click on **Next**

This screen (**Test Import Wizard – Step 3 of 3**) allows you to select each column and set the data format. Since the columns in the EDM899OP contain different types of data (cash receipt and excess cash are at the beginning of the file and disbursements are later), you will <u>not</u> want to use this function. The first column is blank. The school can highlight this column as "Do not Import". However, it is just as easy to delete these columns in the spreadsheet template. With these instructions, **leave it in**.

- ◆   Leave **Column Data Format** as **General**.
- ◆   Click on **Finish**.
- ◆   For these instructions, save this spreadsheet as **UnformattedEDM8.xls.** You may want to use a different name.

Some schools may wish to use this spreadsheet as is. If you would like to separate the different types of data and add appropriate headings, go to **Step 2**. If not, go to **Step 3**.

Step 2. <u>Using a Template to format the Spreadsheet</u>

Once you have completed step 1, you can use the Excel workbook template (**732LOS98_99.xls**) to format the spreadsheet you just created.   The template should work for both Excel 5.0 and 7.0. The template creates an Excel Spreadsheet with 3 tabs for cash detail, loan detail, and summary information in order to keep all the information from the same 732 LOS Report date in the same Excel file.

The 732LOS98_99.xls template should have accompanied these instructions. Contact your Regional Client Account Manager if you did not receive it.

You may also want to refer to DLB 99-72 that contains file layouts that can also assist you in formatting the data in the spreadsheet that you made. In this DLB, the Cash Summary Record layout can be used to format the data in the EDM9. The Drawdowns/Excess Cash and the Loan Detail layouts can be used to format the data in the EDM8.

Inserting the Cash Detail -EDM899OP into the template

♦ Highlight all the cash detail information in **UnformattedEDM8.xls** by clicking on the first row number on the far left of your screen and scrolling down to the end of the cash information. Look for the first "B" or "U", which is usually in the third column. This is where the loan detail begins. Your cash detail should be everything above that.
♦ Click on **Edit/ Copy** or the copy button.
♦ Click on **File/Open -**
♦ Open the **732LOS98_99.xls** file (This is the Excel template file that includes all the correct headings). Select the **732LOS Cash Detail** tab. This is at the bottom of your screen.
♦ Click on the first blank cell (**A2**). (Not the cell with the heading.)
♦ Click on **Edit/Paste** or the Paste button.

The cash data should fill in the template with the data in the appropriate columns. You can verify this by using the file layouts in DLB 99-72. You may want to delete any blank columns.

Note: The columns that have all number signs in them are columns that simply need to be resized by placing the cursor over the line separating the lettered column headings until it becomes a double-headed arrow, then double clicking.

♦ Save this file to a different name. For these instructions, we will use **Formatted732LOS.xls** but you can use whatever name helps you differentiate this file from prior months' reports. By saving this to a different name, it will enable you to use the blank template for your next 732LOS.

Inserting the Loan Level Detail - EDM899OP into the template

♦ Go back to the **UnformattedEDM8.xls file** by clicking on **Window/ UnformattedEDM8.xls.** (You should have both UnformattedEDM8.xls and Formatted732LOS.xls still open. The Window function allows you to go back and forth between these two open files.)
♦ In **UnformattedEDM8.xls**, highlight all the loan level detail information by clicking on the row number on the far left and scrolling down to the end of the report. Don't include the Trailer record. Remember, your loan level information will start with the first row that has a "B" or "U". These are usually in the third column.
♦ Click on **Edit/ Copy** or the copy button.
♦ Click on **Window/ Formatted732LOS.xls** to go back to the template.
♦ Select the **732LOS Loan Detail** tab. This is at the bottom of your screen.
♦ Click on the first blank cell (**A2**).
♦ Click on **Edit/Paste** or the Paste button.

The loan data should fill in the template with the data in the appropriate columns. Verify that this is true by using the file layouts in DLB 99-72. You may want to delete any blank columns.

♦ Click **File/Save**.
♦ Click on **Window/UnformattedEDM8.xls.** Save and close this file. You should leave **Formatted732LOS.xls** open for Step 3.

Step 3. <u>Summary-EDM999OP</u>

Once you have completed Steps 1 and 2, you will have formatted the EDM899OP, cash and loan detail file of the 732LOS. Now you will want to follow these same steps to import and format the EDM999OP, cash summary. The file layout of this data is different so refer to DLB 99-72.

Importing the EDM999OP into Excel

♦ Open the **EDM999OP. ??** file in Excel by using the instructions under **Step 1-Importing the file into Excel.** Make sure to substitute all references to **EDM899OP** with **EDM999OP**.
♦ Save this file as **UnformattedEDM9.xls** when you are finished.

Using a Template to format EDM999OP

To make the spreadsheet for the summary information may require a little more work since the data is (sometimes) in more than one row when you import it into Excel.

♦ Highlight the data.
   ♦ **If your data is in more than one row (not including the DL Trailer row):**
     Highlight the first cell (**B1**) with data in it and go to the last cell with data in it in the first row.   (You can highlight by clicking on the first cell with data, holding down the shift key, and then click on the last cell in that row with data in it.) You will need to copy the second row a little later using this same method.

   ♦ **If your data is in only one row (not including the DL Trailer row):**
     Highlight the entire row and continue with these instructions.

♦ Click on **Edit/Copy**
♦ Click on **Window/ Formatted732LOS.xls** to switch to the template.
♦ Select the **732LOS Cash Summary** tab.
♦ Put your cursor in the first blank cell (**A2**).
♦ Click on **Edit/Paste** or the Paste button.
♦ If your data was in more than one row, the paste function should fill in the same number of columns that you copied from the spreadsheet. Copy the second row using the same steps as before. Only when you copy the data into the template put your cursor on the first blank cell in the first row. If your data was all in one row, you are now finished. You may want to delete in blank columns.
♦ Save your formatted workbook.
♦ Close the **UnformattedEDM9.xls.**

You should now have all of your data in the **Formatted732LOS.xls** workbook. You may have to adjust the columns to work with your printer and your numbers. If your data does not appear to be formatted correctly, contact your regional Account Manager for assistance.